

REQUEST FOR PUBLIC RECORDS UNDER RCW 42.56

**SNOHOMISH COUNTY
PROSECUTING ATTORNEY**
3000 ROCKEFELLER AVE., M/S 504
EVERETT, WASHINGTON 98201
(425) 388-3333
(425) 388-3572 (fax)

Date of Request: _____

Requestor Name: First: _____ MI: _____ Last: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone number _____

If records pertain to you, provide: Date of Birth: _____ Case #: _____

****IMPORTANT** If this request relates to another party other than yourself, state:**

Name: First: _____ Middle: _____ Last: _____

Date of Birth: _____ Court and/or case number: _____

Description of Records: _____

Does requested record contain a list of individuals?: Yes ☐ No ☐. If the answer is "yes", please complete the attached Form 2 before access to record requested can be allowed. (attach completed form 2 to request)

I would like a copy of all records responsive to this request. ☐

This Request is for Civil Redress Purposes ☐

I would like to personally inspect the responsive records only. ☐

I would like to personally inspect the responsive records at which time I may wish to designate specific records for copying. ☐

Inspection of records is free. See Page two of this form for the per-page charge for standard photocopies.

FOR OFFICE USE ONLY

Return to:
Dave Wold, Public Disclosure Specialist
Gloria Parker, Public Disclosure Specialist
Snohomish County Prosecutor's Office
3000 Rockefeller Avenue, M/S 504
Everett, WA 98201

DECLARATION TO RELEASE LIST OF INDIVIDUALS

STATE OF WASHINGTON)

SS

COUNTY OF SNOHOMISH)

Name of
Requester:

Address:

On oath says:

1. I have requested access to, or copies of, the following public records which include a list of individuals:

2. I understand that RCW 42.56.070(9) prohibits any public agency from giving, selling or providing access to lists of individuals for commercial purposes.
3. I understand that "commercial purposes" means that the list will be used for the purpose of facilitating profit-expecting activity.
4. I understand that the use of said records for commercial purposes may subject me to liability.
5. Note: Please cross out either a or b below, whichever does not apply:
- a. I will not use, and, I will prevent others from using, said records for commercial purposes.
- b. The list of individuals I request is for commercial purposes, but its inspection and copying is specifically authorized by law. (Identify such law: _____)

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated: _____ (month/day/year)
at _____ (city & state)

Signature: _____
Requester

Printed
Name: _____

Charges for production of public records request:

Media:

Audio	\$.00 each
CD-R	\$.17 each
DVD-R	\$.42 each
Sleeves, adhesive	\$.98 each
Sleeves, paper	\$.07 each
Labels	\$.07 each
Media Total:	

Paper:

\$.15 per page

Scanning:

\$.01 per page

See cost justification below

Postage: Actual Cost

Note: The prosecutor's office does not charge for the first 100 scanned pages

Scanning Fee Cost Justification

Scanning on either the copier or scanner – 100 pages in 2 minutes

\$28.76 (hourly rate) / 60 minutes = \$0.48 per minute

\$0.48 (rate per minute) x 2 minutes = \$0.96 for 100 pages

\$0.96 / 100 pages = \$0.0096

Total is \$.01 per page